



**Transportation**

**PROCEDURES FOR VEHICLE MAINTENANCE  
MANAGEMENT (ACCIDENTS/ABUSES)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFMAN 24-307/AETC Sup 1, *Procedures for Vehicle Maintenance Management*. The purpose of this instruction is to outline procedures to be followed when a government vehicle sustains damage not attributed to fair wear and tear. It applies to all AETC organizations/individuals that maintain or operate Air Force motor vehicles. Vehicles financed through nonappropriated funds are exempt from this instruction.

**1. Tasked Organizations:** All organizations that use government owned vehicles (GOVs).

**2. Responsibilities:**

**2.1.** Vehicle Maintenance will notify 82 LS/LGST-QAE upon receipt of a GOV involved in an accident or with damage that cannot be attributed to fair wear and tear.

**2.2.** Vehicle Maintenance initiates accident/abuse work order.

**2.2.1.** The Transportation Flight Commander will notify the following organizations, as applicable, of this GOV damage.

**2.2.2.** The organization commander and vehicle control officer of the unit involved.

**2.2.3.** Base Legal.

**2.2.4.** Safety will be notified on all vehicle damage.

**2.2.5.** Financial Management.

**2.2.6.** Base Supply (Program Manager for Report of Survey).

**2.2.7.** Security Forces.

**2.3.** Using organization will investigate damage IAW AFMAN 23-220, Report of Survey of Air Force Property.

**2.4.** On a case-by-case basis, the 82 LG/CC will recommend to the respective wing commander to transfer O & M funds from the responsible individual's unit to the Transportation O & M account, if damage was caused by a GOV. If a private owned vehicle (POV) caused the GOV damage, refer to para 3.3. Purpose: to reimburse for actual material and/or contract repair cost to repair these damages (Refer to AFMAN 23-220, Chapter 18, para 18.4.3.). Exceptions: Not cost-effective to recommend transfer less than \$1000.00 per incident; Medical funds cannot be transferred (Fund Code 2X).

**3. Execution:**

**3.1.** Vehicle Maintenance will initiate an accident/abuse work order when damage to a government vehicle is discovered that cannot be attributed to fair wear and tear.

**3.2.** Reports and Analysis will ensure that the appropriate organizations are notified of the vehicle damage IAW the Transportation Flight Commander's policy. A file will be maintained on all such occurrences IAW Table 24-03, Rule 13.

**3.3.** For accidents, the using organization commander or the appointed report of survey monitor will release the vehicle for repairs, in writing, when it has been determined that the vehicle is no longer required for investigative purposes. If a POV is involved and found to be responsible for damages to GOV, Base Legal will be furnished a copy of the work order and requested to also provide Vehicle Maintenance with a release for repairs.

**3.4.** For vehicle abuse, the unit commander or vehicle control officer will release the vehicle for repairs, in writing, when no longer needed for investigative purposes. The using organization is required to provide a response as requested in 82 LS/LGST letter, within 30 days from date of letter.

**3.5.** The using organization will submit a copy of their completed investigation to the Transportation Flight Commander for a case review, who in turn will forward those requiring further action to the 82 LG/CC.

**3.6.** On a case-by-case review, the 82 LG/CC will forward the case to the respective wing commander IAW para 2.4. The 82 LG/CCR will initiate actions to recover repair cost from responsible unit's O&M funds as determined by the wing commander.

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